

**FRS Action Team – Records Change Protocols  
Conference Call Discussion Notes – March 23<sup>rd</sup>, 2000**

**Handouts:** The following materials were discussed during the conference call: (1) a table of participant comments on data elements 1-59 of the “FRS Data Elements and Business Rules” document (Appendix 1 to the 3/16 minutes); (2) minutes from the last (3/16) conference call; and (3) “General Process Facility Site Name Changes - Draft.”

**Participants:** Marian Cody, Pat Garvey, Bill Sonntag & John Sullivan, OEI/OIC; Lisa Jenkins, OSWER/I-3; Josie Lopez, R-VIII; Sam Farrel & Fred Leif, R-IX; Ken Blumberg, R-I; Len Fitch, OW; Jim Rothwell, OIG; Dave Levy, OSW/OSWER; Robert Fallis & Dave Tetta, R-X; Steve Goranson & Noel Kohl, R-V; Dalroy Ward, Mash Eslami, & Helene Bethel, SDC/SAIC; and Chuck Herrick, PERI Environmental Associates.

**Background:** During the previous conference call, participants worked through an item-by-item review of data elements 1-58 of the “FRS Data Elements and Business Rules.”

**Summary of Discussion:** Marian Cody welcomed participants to the conference call and reviewed progress made during the 3/16 conference call. The group then picked-up with data element #58 to resume and complete the item-by-item review of business rules. The record of these discussions is contained in **Appendix 1**, which includes an updated table of comments for each data element. After discussing the data element business rules, the group shared comments on the “General Process Facility Site Name Changes” document. The group discussed the first section of this document, dealing with (proposed) name change rules for records found in only one information system. Highlights from this conversation are summarized below.

1. It should be emphasized that the process described in the “Name Change” document applies to both the initial population process and to subsequent updates and changes.
2. It was emphasized that the FRS conventions will not be imposed upon Program Systems; more particularly, Program Systems will not be required to adopt FRS names and records. The FRS relational structure will allow (FRS) records to be “cross-walked” with Program and Regional Office information, allowing the system to be searched by AKAs. In addition, FRS will allow and encourage (but not require) Programs to develop applications to re-populate their systems from FRS.
3. The State Master Record process (Diamond #1) should make it clear that FRS will spell-out abbreviations from State Master Records.
4. There was clarifying discussion regarding the Central Receiving process (Diamond #2). Once again, it is important to remind that FRS will carry AKAs, allowing linkage with and/or “translation” to Program systems.
5. With respect to changes submitted directly by Facilities (Diamond #3), participants request additional information on how the contractor-conducted verification process will be

managed. Perhaps a step-by-step description of the verification process, including steps that EPA will take to manage/oversee the process.

**Action Items:** The next conference call will begin with discussion of the second section (“Facility Records found in more than one information system...”) of the “General Process Facility Site Name Changes” document. After this, we will begin to review the “Facility Registry System Validation and Verification Procedures Work-In-Progress” document, especially with regard to explicit linkage of data element business rules with verification procedures.

**Next Call:** The next “Records Change” Action Team conference call is scheduled for Thursday, March 30<sup>th</sup> from 1:00-2:30.